

Sourcing Analyst Job Description

Overview:

Agency:	Department of General Services
Division:	Central Procurement Office
Department:	Sourcing
Classification Title:	DGS Sourcing Analyst
Salary Range:	\$36,828 - \$50,232
Reports to:	DGS Sourcing Team Lead

Job Summary:

The Sourcing Analyst supports, consults on, executes, and administers procurements, using all available methods to include Request for Proposal or Qualification, Invitation to Bid, Multi-step Bidding, Competitive and Non-Competitive Negotiation and Informal Bid, on behalf of state agencies. The Sourcing Analyst must be able to solve complex problems associated with procurement processes, diverse or conflicting agency requirements, data analysis, and cost benchmarks. Responsibilities of the Sourcing Analyst during the procurement process include, but are not limited to, the following: identifying agency needs, developing and implementing the sourcing strategy, drafting solicitations, executing procurements, managing and leading the state evaluation process and conducting negotiations. In addition, the Sourcing Analyst will serve as the point person for each executed and administered procurement and will utilize problem solving skills to ensure the contract satisfies the needs of internal and external stakeholders. The Sourcing Analyst will also represent the state central procurement office and speak in public settings to various groups which include, but are not limited to, state agency personnel or relevant industry trade groups.

Examples of Duties & Responsibilities:

- Possesses and demonstrates strong knowledge of policies, procedures and execution strategy for multiple solicitation methods including Request for Proposal and Qualification, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Builds and manages business relationships with agency procurement staff, central procurement teams and key vendors to facilitate effective sourcing outcomes.
- Provides strategic advice and consultation to agency procurement and program staff to determine the proper methods of procurement as well as strategy development and execution of procurement activities.
- Develops solicitation specifications based on internal and external sources of information.
- Solves problems associated with procurement activities, including data analysis and negotiations.

- Leads and develops strategy for proposal clarifications, price negotiations and contract finalization and supports other procurement staff with similar activities.
- Manages and leads the evaluation team and process to award recommendation.
- Analyzes proposal pricing against historical costs, other state contracts, and industry-recognized indexes.
- Calculates and reports on estimated savings associated with contract proposals.
- Gathers and analyzes contract expenditure data.
- Researches procurement-specific markets and industry developments for incorporation into procurement solicitation specifications to maximize cost savings and quality of procured goods and services.

Regularly represents the Central Procurement Office while speaking at public events with internal and external stakeholders.

CORE COMPETENCIES:

- Learning on the Fly
- Integrity and Trust
- Customer Focus
- Drive for Results
- Composure
- Problem Solving
- Self-Development
- Planning
- Priority Setting
- Creativity

Minimum Qualifications:

- Completion of a 4-year Bachelor's degree from an accredited college or university or 4 years of professional business experience.

PREFERRED QUALIFICATIONS:

- Bachelor's degree and at least two years of procurement experience
- Proficiency with Microsoft Office, especially Excel
- Excellent organization skills
- Excellent problem solving
- Excellent negotiation skills



- Excellent analytical skills
- Excellent communication skills, verbal and written
- Excellent presentation

If interested, please submit your resume to CPO.Sourcing@tn.gov

The State of Tennessee, Dept. of General Services, is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.